

## **ADMINISTRATIVE DATA AND INSTRUCTIONS (AD&I)**

### **COMMAND AND GENERAL STAFF OFFICER COURSE-ADVANCED OPERATIONS COURSE (CGSOC-AOC)**

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#### **U.S. Army Command and General Staff School (CGSS) – Fort Leavenworth (FTLVN) Blended Campus CGSOC-AOC Class 25-001**

- **Report Date:** **Tuesday, 7 January 2025**
  - **Start Date:** **Wednesday, 8 January 2025**
  - **End Date:** **Wednesday, 23 April 2025**
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#### **PROSPECTIVE FORT LEAVENWORTH BLENDED CAMPUS CGSOC-AOC STUDENTS:**

Again, ***Congratulations*** on selection for in-residence CGSOC-AOC! This course is Basic Branch Officers' credentialing component of Army Intermediate Officer Professional Military Education (OPME) and culmination of the Tailored, Talent-Based MEL-4 (TTBM-4) Program. Graduates of CGSOC-AOC, in combination with previous graduation from CGSOC-Common Core, are eligible for award of MEL-4 and JPME-I military education certifications. CGSS Satellite & Blended Campus Program Office (S&BCPO) and Blended Campus Teaching Teams are dedicated to facilitating a dynamic and rewarding academic and professional development experience.

**READ THIS DOCUMENT CAREFULLY IN ITS ENTIRETY.** Purpose is to inform and shape student preparations for travel to and arrival at the FTLVN TDY station, successful course participation, and constructive engagement with class peers and faculty.

#### ***ATTENDANCE CONFIRMATION:***

- Direct communication with individual students is only sure method of confirming attendance and ensuring CGSS is prepared to receive the FTLVN class.
- Receipt of these instructions confirms Army Training Requirements & Resources System (ATRRS) reservations.
- Recipients who no longer plan to attend, or whose attendance status changes at any time before report date, ***must immediately inform S&BCPO and career or quota managers*** ensuring the latter cancel ATRRS reservations [S&BCPO cannot make or cancel reservations].
- Non-reporting students with standing reservations are annotated as "No Shows" in ATRRS with adverse consequences for later in-residence attendance.

#### **CRITICAL TASKS:**

- 1) COMPLETE ONLINE REGISTRATION NLT FRIDAY, 22 NOVEMBER 2024 IAW SECTION A-1.**
- 2) REPLY TO WELCOME E-MAIL BY 22 NOVEMBER IAW SECTION A-3, ITEMS 1-6.**
- 3) ENSURE TRAVEL ORDERS ARE AUTHORIZED AND APPROVED BEFORE TRAVEL COMMENCES IAW SECTION B.**
- 4) VERIFY SECURITY CLEARANCE INFORMATION IN DISS BEFORE REPORTING IAW SECTION D-1.**
- 5) COMPLETE WRITING SKILLS PREREQUISITES BEFORE REPORTING IAW SECTION D-2.**

CGSS will correspond with students via e-mail or phone. This and any further correspondence take precedence in event of conflicting information or instructions from other sources. S&BCPO [p. 12] will address any aspect of course attendance needing clarification ***after students' careful reading of this document.***

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#### SECTION A: ACTIONS UPON RECEIPT OF THIS CORRESPONDENCE

**IMPERATIVE ALL STUDENTS ACCOMPLISH FIRST & SECOND PRIORITIES BELOW, THEN REPLY TO WELCOME E-MAIL PER INSTRUCTIONS IN SECTION A-3.**

##### **A-1. FIRST PRIORITY: REGISTER ONLINE NLT FRIDAY, 22 NOVEMBER 2024.**

- a. Login [CAC authenticated] to CGSS Satellite & Blended CGSOC Registration page:  
<https://armyusms.tradoc.army.mil/students/satellite/index.asp>
- b. To register: 1) Select "Leavenworth-AOC-2025-001" class; 2) click NEXT to read registration instructions and complete a three-page registration form; 3) REVIEW and correct errors; and 4) SUBMIT. Required fields must be completed before registration can be submitted; we encourage you to complete all applicable fields even if not required. Provide a personal as well as official e-mail address as requested on page 2 of form.
- c. Contact Mr. Jessup [p. 12] if problems with online registration.
- d. S&BCPO will make reasonable attempts to contact those students not registered by 22 November. A student may be replaced or their reservation/enrollment cancelled after that date if attendance is not self-confirmed.

##### **A-2. SECOND PRIORITY: Verify personal fitness eligibility qualifications NLT 22 November for attending professional military education.**

- a. Officers are not eligible to attend if currently flagged for failure to pass a record fitness test or failure to comply with Army body fat standards.
- b. Students must meet body fat standard and pass record ACFT to remain in the course; weigh-in and ACFT are initially administered within first five class duty days. Failure to meet standards after initial and second attempts results in student dismissal and removal action. IAW HQDA EXORD 153-22, unit commanders or equivalent authorities are responsible for attesting to their officer's physical ability to take and pass the ACFT prior to officers attending the course. CGSS infers when students report for class that proper authority attested to required ACFT performance.
- c. Fitness requirements apply to all components; ACFT minimum retesting timelines do not apply. [Army Directive 2022-05 and HQDA EXORD 153-22]
- d. Permanent profiles must be current and updated for ACFT-event restrictions including alternate aerobic events. Officers on permanent profiles must test on all events not specifically prohibited in the profile. Permanent profiles prohibiting the 2-mile run must direct one of the four approved alternate aerobic events. Officers with profiles prohibiting the 2-mile run or an alternate aerobic event cannot be tested and are not eligible to attend.
- e. Officers on temporary profiles restricting any ACFT event(s) cannot take the ACFT **and are not eligible to attend**. ACFT testing/event modifications are not available for temporary profiles.
- f. Officers currently in the Disability Evaluation System (DES) process or those with a P3-P4 profile with a second signature, pending entry into the DES process, are not eligible to attend. Their permanent profiles will not be updated for ACFT, and they cannot take an ACFT before continuation of service or discharge is decided.
- g. Officers on current pregnancy profiles and for 365 days after conclusion of pregnancy are exempt from record fitness testing and body composition standards. They will satisfy PME fitness eligibility requirements using the most recently passed record fitness test and record body fat assessment dated 8 January 2023 or later. If either test or assessment is dated earlier than 8 January 2023, officers will request a fitness eligibility waiver from the school director [submit e-mail covering five Ws of why last passed test or assessment is not within 730-day requirement prior to reporting]. Postpartum officers whose 365-day exemption expires before graduation are expected to meet body fat and ACFT standards upon expiration.

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h. Pregnant and postpartum officers still on postpartum profile will be cleared in writing by a healthcare provider to attend the course.

i. Verification requirements:

➤ Self-attest to conditions in *A-2.a thru A-2.c* above.

➤ If any conditions of *A-2.d thru A-2.h* apply, submit appropriate documentation: Copy of permanent or pregnancy/postpartum profile; copy of P3-P4 profile updated for ACFT with approved continuation of duty; request for waiver of pregnancy/postpartum fitness eligibility requirements; and healthcare provider clearance for pregnant/ postpartum officers still on postpartum profile.

➤ S&BCPO will review verifications and screen for eligibility disqualifications.

j. Officers must report any changes to fitness eligibility as they occur before the report date. Officers reporting with fitness eligibility disqualifications will be immediately removed from the class without exception.

**A-3. THIRD PRIORITY: NLT 22 November 'Reply' to welcome e-mail [to Mr. Jessup and Mr. Gramkow (p. 12)]:**

**1) ACKNOWLEDGE RECEIPT.**

**2) CONFIRM completed registration IAW Section A-1.**

**3) CONFIRM fitness eligibility IAW Section A-2; verification requirements listed in A-2.i.**

**4) REPORT attendance duty status: TDY and Return; TDY En Route; or Home Station.**

**5) VERIFY lodging not required [Home Station status] or intent to decline Government quarters [Section B-5].**

**6) ATTACH STP [SOLDIER TALENT PROFILE (IPPS-A)]/ORB [or equivalent]. [Encrypt e-mail to safeguard PII.]**

**A-4. FOURTH PRIORITY: Prior to reporting 7 January 2025 complete writing skills course prerequisites described in Section D-2. Incomplete prerequisites can incur immediate academic probation after reporting.**

#### **A-5. PERSONAL COMMITMENT:**

a. This full-time, rigorous course of instruction demands students' whole and undivided attention to successfully meet all individual and group academic requirements. No personal or professional demands can conflict with full engagement. TDY and Return or Home Station status students should ensure current supervisors understand nature of a required Army career OPME course and do not expect students to perform work related to present duties concurrently with course attendance. **Failure to achieve course standards carries significant career implications.** Immediately inform career managers, then S&BCPO, if these attendance conditions may not be met to enable advance resolution of external demands or conflicts. Lacking resolution, decisions to withdraw from the class must be made before reporting, not after. Withdrawals occurring after course start will normally be recorded on Academic Evaluation Reports filed in official personnel records.

b. *Students must report on time and stay through graduation to earn course credit. Resolve anticipated commitment and scheduling conflicts in advance. Requests for release before graduation on 23 April require General Officer endorsement and must be submitted through command channels IAW AR 350-1 (10 Dec 2017), para 3-22, at least four weeks in advance of a requested departure date. Students departing early may not receive full course credit.*

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#### SECTION B: TRAVEL, ORDERS, AND LODGING

- Before commencing official travel, review latest **Force Health Protection Guidance-Coronavirus Disease 2019 and Other Infectious Respiratory Diseases** [26 July 2023]. Subject document and updated guidance posted at: <https://www.defense.gov/Spotlights/Coronavirus-DOD-Response/Latest-DOD-Guidance/>
- If infectious respiratory disease symptoms may delay departure from home station and reporting to FTLVN on 7 January, notify S&BCPO [p. 12] immediately.

#### **B-1. Provide copy of this document to order-issuing officials for assistance in preparation of travel orders.**

- a. Sending commands are responsible for educating/briefing travelers on TDY travel allowances and authorizations and **ensuring students receive approved orders before commencing official travel.**
- b. Travel and transportation allowances are payable only after issue of valid orders.
- c. Commands should generally charge all TDY costs [travel, per diem, rental car and fuel, etc.] to respective Institutional Training-TDY (IT-TDY) accounts per *Institutional Training-Temporary Duty (IT-TDY) Funds Management User Guide* published by HQDA DCS, G-3/5/7, Institutional Training Division, unless other funding guidance takes precedence [e.g., Reserve Components, DACs, PCS]. *CGSS does not centrally prepare student orders nor provide a Cross Org Line of Accounting (LOA) for sending command orders.*
- d. Command briefings should include 1) instructions on receiving scheduled partial payments (SPP) every 30 days during extended TDY; and 2) impacts on per diem authorizations and payments for travel away from TDY station. One or more overnight absences from TDY station may require variations to travel authorizations and will change per diem allowances [ref Sec E-3].
- e. Request travel policy clarifications from sending commands in advance of travel as needed.
- f. Sending commands may contact S&BCPO [p. 12] for clarification of proper and statutory application of travel and absence policy in orders preparations.

#### **B-2. AMEDD-Specialty Officers:**

- a. If **ASSIGNED to MEDCOM unit**, e-mail funding request form and questions to: [usarmy.jbsa.medcom.mbx.medcom-centralized-ttdy-military-schools@health.mil](mailto:usarmy.jbsa.medcom.mbx.medcom-centralized-ttdy-military-schools@health.mil)
- b. If not assigned to MEDCOM unit, unit of assignment funds TDY.
- c. *MEDCoE will only fund TDY for officers assigned to MEDCoE.*

#### **B-3. USAR Officers:**

- a. Normal travel allowances are centrally funded by HQ US Army Reserves through HRC-Reserve Personnel Management Directorate (RPMD), Reserve Schools Branch (RSB).
- b. Local command channels prepare TDY orders for AGR officers [FTNGD-OTD status, for instance]. HRC RSB sends memo of DTS travel instruction and Cross Org Line of Accounting (LOA) to official e-mail addresses approximately 4-6 weeks prior to report date.
- c. For all other categories of USAR officers, HRC RSB generates and sends Active Duty for Training (ADT) orders with Cross Org LOA to official e-mail addresses approximately 4-6 weeks prior to report date.
- d. Contact HRC RSB, (502) 613-6730/9035, [usarmy.knox.hrc.mesg.rpmd-pde-ile@army.mil](mailto:usarmy.knox.hrc.mesg.rpmd-pde-ile@army.mil), for non-receipt of ADT orders and DTS LOA within expected time frame.
- e. ADT orders do not constitute travel orders or authorize payment of TDY allowances; TDY orders must be prepared in DTS for that purpose using the Cross Org LOA and HRC-RPMD Routing List for approval.
- f. Upon reporting, Troop Program Unit (TPU) officers attending in ADT status should be prepared to submit to FTLVN Army Military Pay Office (AMPO) a copy of their ADT and DTS orders to initiate basic pay.

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- g. BAH is payable at the primary residence rate and should be updated or recertified as needed through command channels before reporting [last certification date cannot be more than three years prior to reporting date on ADT orders]. Recommend bringing latest copy from IPERMS of unit-verified DA Form 5960 [Basic Allowance for Housing (BAH) Authorization and Dependency Declaration] only for purpose of AMPO confirming correct entitlements when inputting start-pay action [AMPO cannot input changes to BAH authorization].
- h. Procedures for issuance of DD Form 214 to USAR officers who serve the entire ADT period [≥90 days] will be provided after reporting.

#### **B-4. HQDA Institutional Training Travel Guidance (ITTG).**

- a. HQDA ITTG governs TDY at FTLVN TDY station [*Memorandum, DA ODCS G-3/5/7, DAMO-TRI, 15 Jul 21, subject: Fort Leavenworth Training Travel Guidance*; posted at: <https://g357.army.pentagon.mil/tr/tri/ittg/default.aspx>; and also attached].
- b. Orders will direct on-post lodging at no cost to students or sending commands, **reflecting "\$0" estimated/ actual lodging costs** from report date to end date [unless command pre-authorizes/approves and funds in travel orders a return to the permanent duty station (PDS) location/residence during non-duty hours and retention of lodging IAW *The Joint Travel Regulations (JTR) Para 020312*].
- c. Orders will authorize FTLVN **proportional meal rate (PMR)** and incidentals per diem IAW ITTG and JTR:  
➤ **FTLVN FY25 per diem rate: \$47 PMR + \$5 incidental expenses=\$52 daily M&IE rate.**
- d. Government transportation and on-post shuttle services are not available.
- e. ITTG encourages compact rental car authorizations for those who travel by air.
- f. In-and-around mileage is not authorized for those who travel by POV.

#### **B-5. Directed, Centrally Funded Lodging.**

- a. HQDA directs students be assigned to on-post Privatized Army Lodging (PAL) IHG Army Hotels guest quarters at no cost to sending commands.
- b. Check-in location is IHG Holiday Inn Express Hoge Hall, 214 Grant Ave, Bldg 695 [SW intersection of Grant Ave, Cody Rd, and Stimson Ave]. Student rooms are assigned from a group reservation [ILE/CGSOC Jan-Apr 2025] upon check-in. Call Holiday Inn Express [(913) 364-1301] **no earlier than** 20 December to confirm individual student reservations within the group. A separate attachment outlines how the hotel's one-bedroom suites are equipped to support extended stay, including primary on-site services available to all hotel guests.
- c. Per agreement with HQDA, IHG Army Hotels provide only **single occupancy accommodations [for student authorized to travel on TDY orders]** at a fixed rate centrally invoiced and paid.
- d. Special lodging requests may be submitted *for hotel consideration* when making individual reservations. The hotel is not required to accommodate special requests. Family members/dependents/pets are not authorized to travel to TDY station on TDY orders nor supported under TDY conditions and student support arrangements. Costs incurred for accommodated special requests are separate from centrally billed room rates and billed directly to students as *non-reimbursable TDY expenses*.
- e. Personal charge card accounts may be recorded upon check-in to enable hotel billing for ancillary room expenses [non-reimbursable].
- f. Students declining directed no-cost lodging **DO NOT** receive statements of non-availability to secure other lodging **NOR** are they reimbursed for personal lodging arrangements.
- g. **TDY students intending to decline directed lodging must notify S&BCPO by 22 Nov [ref Sec A-3.5] or at least two weeks in advance of report date IOT adjust total lodging requirements and avoid hotel no-show charges.**

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#### **B-6. Arrival/Departure.**

- a. Early arrivals and late departures **are not authorized**.
- b. Students/sending commands are responsible for any lodging arrangements and costs if arriving prior to 7 Jan report date or departing after 23 Apr end date, with one exception: OCONUS travelers [includes Alaska, Hawaii, US territories] are authorized one-day early arrival and one-day late departure **if traveling directly from/to OCONUS PDS locations and necessary due to transportation connections. Report known early arrivals to S&BCPO by 22 Nov or immediately upon scheduling confirmation occurring after 22 November.**
- c. TDY order "proceed date" from current duty station is based on authorized mode of transportation and travel days for official distance to FTLVN TDY station computed IAW JTR to complete travel by 7 January report date.

#### **B-7. Travel/TDY Status.**

- a. "Fort Leavenworth, KS" is temporary duty station.
- b. Officers stationed in FTLVN PDS area attend in "Home Station [training]" status without travel orders or allowances.
- c. Officers ordered TDY En Route by HRC in conjunction with PCS where FTLVN is losing or gaining PDS do not receive TDY allowances. They may not commence PCS until after course end date [FTLVN as losing PDS] or must sign-in to FTLVN [gaining PDS] before course start date.
- d. PCS report dates for officers en route to FTLVN PDS should be set 30 days before class start date to ensure sufficient time for receipt and set-up of household goods and preclude conflict with scheduled instruction and course requirements. Contact HRC if RFOs do not allow this time.
- e. Travel orders will not be issued when ATRRS reservation is in "W" [Wait] status.

#### **B-8. DTS/DD Form 1610 TDY Travel Orders.**

- a. Attached HQDA message, 131502Z Mar 19, provides guidance on execution and approval of institutional training travel orders for Active Component Officers.
- b. TDY En Route travel is *directed* on PCS orders but *executed* utilizing a manual DD Form 1610 [not in DTS] initiated and approved by sending [losing] command **in addition to PCS orders**.
- c. USAR ADT orders must be accompanied by approved DTS travel orders authorizing/approving travel and payment of TDY allowances.
- d. Neither SPP while TDY nor final voucher settlement upon return to sending command or arrival at gaining command can be accomplished without properly approved DTS orders [TDY and Return] or DD Form 1610 [TDY En Route].

#### **B-9. Graduation/Departure.**

- a. Attendance at graduation ceremony on end date of class is mandatory [*Uniform: Class A ASU/AGSU; beret or garrison cap headgear*].
- b. Travel orders must allow sufficient travel time after graduation on morning of 23 April to safely return to home station or arrive at next assigned duty station or other authorized destination.

#### **B-10. Travel-related Questions?**

- a. Order-issuing activities should direct travel order questions not addressed in these instructions and attachments through normal institutional training travel channels.
- b. S&PCPO will attempt to clarify travel policy applications if student or sending command needs further assistance in order preparations and will address or redirect ATRRS-related issues.

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#### SECTION C: REPORTING INSTRUCTIONS

**C-1. WHEN: TUESDAY, 7 JANUARY 2025, 1300-1600 CST as completion of official travel permits; reporting day is still official travel day.** Reporting 1300-1600 facilitates orderly course start the next morning.

a. When travel completion prevents reporting by 1600, notify S&BCPO [p. 12] as soon as late arrival is known and NLT 1600 on reporting day for alternate instructions and incoming student accountability.

b. **Everyone reports to the campus on 7 January** regardless of TDY or Home Station status.

**C-2. WHERE: CGSS-Fort Leavenworth Blended Campus; Lewis & Clark Center (L&CC), Bldg 127, Stimson Ave.; main entrance on Abrams Loop [p. 14]. Report to TTBM-4/AOC welcome desk in L&CC Atrium.**

a. Student [Open] parking is located behind [south of] Faculty F-Tag Only parking lots across from L&CC Main Entrance.

b. Standard check-in time at IHG Holiday Inn Express Hoge Hall, 214 Grant Ave, Bldg 695 [SW intersection of Grant and Stimson Avenues] starts at 1600 CST. Earlier check-in may be possible based on room availability and readiness; check room status at Front Desk.

**C-3. HOW: Driving directions and installation access information at end of document [pp. 13-15].**

a. Enter FTLVN installation via security points at Main Gate [Grant Ave off Metropolitan Ave]. Proceed on Grant to second traffic light, turn right on Stimson; student [OPEN] parking is on right, across from L&CC Main Entrance and behind Faculty F-Tag Only parking lots [do not park in Abrams Loop or any unmarked areas].

b. Report in duty uniform or civilian clothes conforming to Army uniform policy for official travel.

c. If traveling and reporting in civilian clothes, clothing may be casual but must be appropriate for reporting to a military school, present a professional public image, and reflect positively on the Army [e.g., no cut-offs, tank tops, flip flops].

d. Bring one **complete** set of travel orders per following: TDY and Return – In DTS under User Profile set 'Form Printing Preferences' to: 1) print itinerary information for reservations; 2) use 'Default' Authorizations Preferences [not 'Govt+Form']; and 3) select 'Attachments' option to print 'Document History;' TDY En Route: PCS orders **and** manual DD 1610 [ref Sec B-8].

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**SECTION D: MANDATORY REQUIREMENTS PRIOR TO REPORTING**

**D-1. Ensure currently assigned Security Officer verifies personal clearance information in Defense Information Security System (DISS).**

- a. DISS record must show "access" and completed [signed] nondisclosure agreement (NDA).
- b. Minimum INTERIM SECRET security clearance is required. DISS verification should identify deficiencies for correction before departure from home station/current assignment; S&BCPO screens student clearance information in DISS.

**D-2. Complete Writing Skills academic prerequisites.**

- a. No earlier than one duty day after a student completes registration [per Sec A-1], "SMS Web Site" sends a system-generated e-mail confirming successful registration with individual access information for CGSC Blackboard Web portal [<https://cgsc.blackboard.com>]. Students access course content via same portal. Students unable to logon should contact Support Desk using virtual link or e-mail listed below "Accept & Logon" button on Web portal. Change password after logon from Profile/Name hyperlink in menu on left of Home page. To access requirements: On "Organization Page" under heading "CGSC Resident & Satellite Student Resources" select "Satellite & Blended Student Services & Admin" hyperlink; on the new page select "Professional Writing Skills Tests" hyperlink in left-hand menu.
- b. Read instructions then open **Professional Writing Skills Test** hyperlink below instructions to complete the writing diagnostic assessment.
- c. After completing the diagnostic assessment, open **Writing Skills Self-Assessment** hyperlink to complete a self-assessment of your writing skills.

**D-3. Complete pending personnel/administrative actions before departing present duty station/assignment.**

FTLVN Blended Campus does not have dedicated personnel/admin specialists to support TDY students. Student recourses are sending/losing commands and local US Army Garrison-Fort Leavenworth support agencies.

**D-4. Students must be enrolled and current in DEERS** to simplify and facilitate access to FTLVN health services.

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#### SECTION E: GENERAL COURSE ADMIN

##### **E-1. Duty uniform is OCP ACU. ASU or AGSU [Class A and B] and APFU are required.**

➤ Coat & tie and business-casual civilian attire\* will be required for extracurricular events.

[\*Minimum Dress Standards: Conservative attire; **no jeans**; Men: polo or button-down shirt w/collar, dress pants w/belt, dress shoes w/socks; Women: skirt, dress, or pants; inconspicuous footwear; tasteful accessories.]

##### **E-2. Fitness, duty days, and personal mail.**

a. Students conduct regularly scheduled individual and staff group organized PT.

b. Classes are held during Monday-Friday duty week with exception of Federal holidays [20 Jan; 17 Feb]. Overnight departures from TDY station during duty and non-duty time affect TDY allowances and per diem payments including student billing of lodging costs incurred during absences.

c. Student mailing addresses and mailboxes are available after reporting.

##### **E-3. Absences, course completion, and TDY travel allowances.**

a. Students are required to attend all scheduled instruction.

b. Requests for TDY to another location and ordinary leave conflicting with scheduled instruction are only considered in extenuating and mitigating circumstances.

c. Students will review and acknowledge requirements and responsibilities for authorized absences and compliance with travel authorizations and allowances applicable to travel away from the TDY station. Approved absences impact TDY travel allowances IAW JTR [for instance, per diem is not authorized any day of leave/administrative absence or when student returns to PDS/residence]. Consult respective travel offices and Authorizing/Order-Issuing or Approving Officials regarding adjustments to TDY allowances and per diem payments before submitting request for absence. Travel orders may authorize variations to itinerary for overnight travel away from TDY station during non-duty time.

d. Any absence requires completion of missed course requirements.

e. Attendance at graduation is mandatory [Class A ASU/AGSU; beret or garrison cap headgear].

**E-4. Course texts and publications:** Course publications and texts are issued primarily in digital media. Student digital courseware is almost entirely PDF format. Students should bring government-issued or personal devices [i.e., laptop/netbook, e-Reader, tablet/iPad] compatible with PDF file format courseware.

##### **E-5. Information technology:**

a. Classrooms are equipped with wireless commercial Internet access supporting BYOD (Bring Your Own Device) for student mobile devices. Modernized classrooms are not equipped with student NIPRNet computers.

b. Student devices must be configured with Azure Virtual Desktop (AVD)/Hypori platforms to access Army 365 services [E-mail, OneDrive, Teams, SharePoint Online]. Army NETCOM began blocking access to all Army 365 services through commercial Internet on 1 June 2023 for devices not using the secure AVD/Hypori platforms.

c. IHG Holiday Inn Express provides free high-speed Internet access for guests.

**E-6. Privately owned weapons (POW):** Temporary duty personnel will not register or bring POWs onto the FTLVN Installation.

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**E-7.** Send queries to S&BCPO as necessary *after careful reading of this document*. Direct travel order questions to sending commands [official travel office/order-issuing activity] and then to S&BCPO if needing further clarification. Direct specific questions about course of instruction to primary POC listed below.

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**SECTION F: FINAL CRITICAL TASK REMINDERS**

**F-1.** COMPLETE ONLINE REGISTRATION NLT FRIDAY, 22 NOVEMBER 2024 IAW SECTION A-1.

**F-2.** REPLY TO WELCOME E-MAIL BY 22 NOVEMBER IAW SECTION A-4, ITEMS 1-6.

**F-3.** ENSURE TRAVEL ORDERS ARE AUTHORIZED AND APPROVED BEFORE TRAVEL COMMENCES IAW SECTION B.

**F-4.** VERIFY SECURITY CLEARANCE INFORMATION IN DISS BEFORE REPORTING IAW SECTION D-1.

**F-5.** COMPLETE WRITING SKILLS PREREQUISITES BEFORE REPORTING IAW SECTION D-2.

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**SATELLITE & BLENDED CAMPUS PROGRAM OFFICE (S&BCPO)**

**POINTS OF CONTACT**

**PRIMARY:**

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**DIRECTIONS TO FORT LEAVENWORTH**

***Directions from Interstate 70 [East or West]:***

- Take Exit 224 [traveling east] or 224B or A [traveling west] towards US-73 / KS-7 / Bonner Springs / Leavenworth.
- Turn north onto US-73 / KS-7.
- Continue north [about 17 miles] through Lansing [Main Street] and Leavenworth [4th Street].
- Turn left [west] on Metropolitan.
- Follow signs to Fort Leavenworth Grant Gate [Main] on right [open 24/7].

***Directions from Kansas City International Airport (KCI), Missouri:***

- Take Interstate 29 North to Platte City, Missouri.
- Exit on Highway 92 West.
- Follow Hwy 92 West for about 18 miles to Leavenworth, Kansas.
- After crossing Missouri River, follow signs to Fort Leavenworth Grant Gate [Main] on right [24/7].

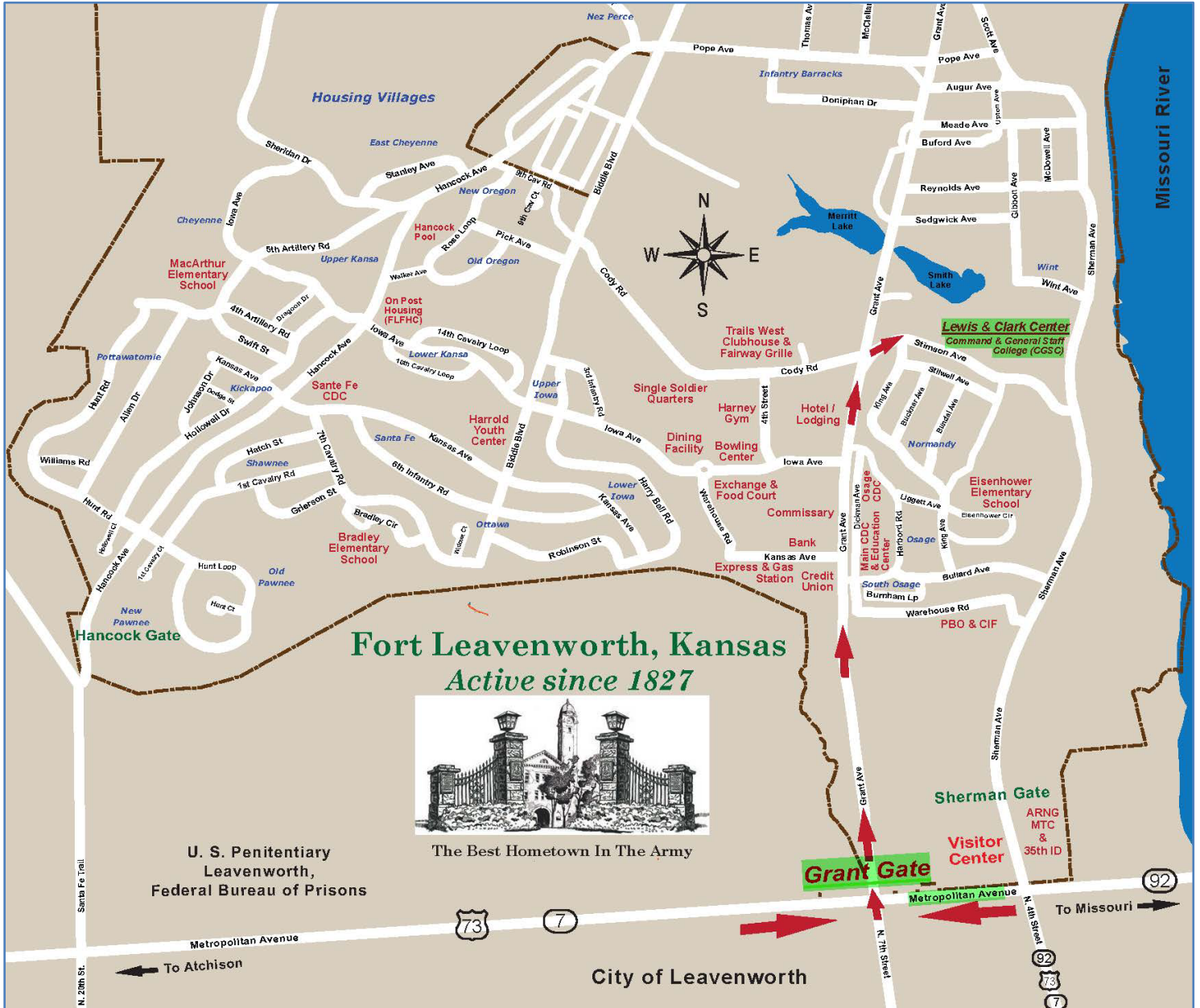


**ADMINISTRATIVE DATA AND INSTRUCTIONS (AD&I)**

**U.S. ARMY COMMAND AND GENERAL STAFF SCHOOL – FORT LEAVENWORTH CGSOC-AOC CLASS 25-001**

**FORT LEAVENWORTH INSTALLATION ACCESS/GATE INFORMATION/ROUTE TO L&CC**

Information accessed 8 November 2024. Before reporting check latest posted access and gate information at:  
<https://home.army.mil/leavenworth/about/visitor-information/gate-information>



**Hancock Gate**  
Closed

**Grant Gate**  
Open 24/7

**Sherman Gate**  
Inbound: 0630-0830 Weekdays  
Outbound: 1530-1730 M-Th  
1430-1730 Fri  
Visitor Center: 0700-1600 Weekdays

**Administrative Data and Instructions (AD&I)**  
**Command and General Staff Officer Course-Advanced Operations Course (CGSOC-AOC)**

**Lewis & Clark Center Reporting Location and Student Parking**  
**[Refer to Sections C-2/C-3]**

